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MUSCATATUCK STATE HOSPITAL
AND TRAINING CENTER

ANNUAL REPORT
July 1, 1972, to June 30, 1973

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MUSCATATUCK STATE HOSPITAL AND TRAINING CENTER

**MUSCATATUCK STATE HOSPITAL
AND TRAINING CENTER**

Butlerville, Indiana 47223

ANNUAL REPORT

July 1, 1972 to June 30, 1973

JOHN V. WHITE, M. D.

SUPERINTENDENT

RICHARD C. KAGE

ACTING SUPERINTENDENT

(April 1, 1973 to August 13, 1973)

HISTORY OF

MUSCATATUCK STATE HOSPITAL AND TRAINING CENTER

This Institution was established in 1919 by an Act of Legislature during the term of Governor James P. Goodrich. The name selected was the Indiana Farm Colony for Feeble-Minded Youth, and it was governed by a Board of Trustees. Patients were accepted on December 13, 1920, on a tract of land consisting of 1,813.71 acres, seven miles East of North Vernon on United States Highway #50. Admissions were received by commitment of the Circuit Court, and while the law fixed no age limit, the Board of Trustees determined that only males beyond the age of sixteen years were to be admitted. E. E. Chenoweth served as superintendent beginning February 4, 1920.

Construction of the first dormitory was initiated in August, 1920. Due to a shortage of laborers, it was necessary to use many of the patients in building. During this period, the patients lived in existing farm houses on the property.

An Act of the General Assembly, approved March 9, 1925, abolished the Board of Trustees of this Institution, and transferred its duties to the Board of Trustees of the School for Feeble-Minded Youth at Fort Wayne. The industries at that time consisted chiefly of farm and dairy products, and development of a stone quarry. The first canning factory, dehydrating plant and laundry buildings were constructed. In 1930 a modern filtration plant was in process of construction.

In the year 1933 the Institution, for the first time, accepted adult female patients, and one hundred-twenty girls were transferred here from Fort Wayne for the purpose of working in the laundry and sewing room.

In 1937, by an Act of the General Assembly, this Institution was separated from the Fort Wayne State School, and the name of the Institution changed to Muscatatuck Colony, with Dan McCauley serving as Superintendent. In 1938 a Social Service Department was first developed.

In 1939, the Institution was established as a School and Colony by the Legislature. An appropriation was made for a number of new buildings to be constructed under the Federal Project Public Works Administration. The new Administration building was put into use during the year 1940, with all the buildings completed by 1941. The Dam and Reservoir for conservation of water supply was started; stone quarry modernized; landscaping and roads built. The Institution at this time began serving only the Southern portion of the State, and began taking all male and female patients over the age of six years.

In 1941 the name of the Institution was again changed - this time, to Muscatatuck State School, and for the first time an educational program was instituted.

During 1949 the Doctor's residence was made into a temporary Nursery to accept all children under six years of age until a more appropriate structure could be established.

A dam was started across Brush Creek on the Institutional grounds in the fall of 1952, and was completed in 1953. This cooperative project between the State of Indiana and the City of North Vernon, created a Lake of approximately 200 acres and impounded approximately 670 million gallons of water.

During that same year, a Speech and Hearing Therapist was employed by the Institution; three assistant social workers, and other workers were added to the staff. Activities at the stone quarry, which previously served as an important industry for the Institution, ceased operations.

Much progress has been made during recent years, both in the care and treatment aspects of our patient training program. Not only have professional services been expanded and improved but research plays an important phase in our services.

GENERAL INFORMATION AND PHILOSOPHY

Muscatatuck State Hospital and Training Center is one of three Indiana Department of Mental Health hospitals established for the care, treatment and training of mentally retarded persons. Muscatatuck has a total of approximately 1,717 residents ranging in age from infancy to advanced maturity. Of this total, 1,333 live on the grounds, 285 are on family care and 99 are on convalescent leave. Two-thirds of them are adults. The residents are of all levels of intellectual functioning, from the border-line of average to those who are so retarded that they will need total care throughout their entire lives. Many have associated physical and emotional handicaps. They are housed in clinical units or cottages according to their sex, age, mental level and physical handicap. The necessary supporting facilities including food service, maintenance, heating and fire protection are provided.

Residents are admitted from fifty counties comprising the southern half of Indiana. They may be admitted by voluntary application or court commitment, but most of those admitted are by voluntary application. There is a very small waiting list for admission. Residents are selected for admission on the basis of urgency rather than their length of time on the waiting list.

There are approximately 994 employees involved in providing the wide range of needed services.

Muscatatuck State Hospital and Training Center recognizes that each individual is entitled to every opportunity for fullest development and realization of his maximum potential. It recognizes the basic dignity and integrity of each mentally retarded person, and his needs for care, treatment and training. As many of the mentally retarded persons as possible are helped to return to the community. Those who are returned to society range in competency from the individuals who are able to be totally self-supporting to those who are completely dependent. Fostering and promoting a general understanding of mental retardation by the public is a key purpose of Muscatatuck.

EXECUTIVE STAFF

Superintendent *	John V. White, M. D.
Clinical Director	Ceres G. Morales, M. D.
Business Administrator	E. Keith Bishop
Personnel Officer	Richard C. Kage
Nursing Service Director	Emily J. Haak, R. N.
Director of Activity Therapy & Education	G. Edwin Crause
Psychology Director	Donald L. Miller (Acting)
Social Service Director	Alberta T. Phillips (Acting)
Volunteer Service Director	Horace E. Broome
Chairman of Religion Department	Chaplain Charles Chambers
Security	Charles K. Dudley
Education and Training	Miles E. Reynolds

* Richard C. Kage served as Acting Superintendent and as Personnel Officer from April 1, 1973 to August 13, 1973.

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SUPERINTENDENT

Dr. John V. White, who was appointed Superintendent on April 1, 1971, submitted his resignation effective March 31, 1973. Mr. Richard C. Kage, Personnel Officer, was appointed Acting Superintendent on April 1, 1973. Under Dr. White's administration during the 1972-73 fiscal year, there were several major accomplishments which were directly attributable to the Office of the Superintendent and which had overall impact on both the residents and employees.

1. The waiting list was reduced from 80 to 10.
2. On December 11, 1972, a total of 48 higher functional residents were transferred to the New Castle State Hospital. This transfer enabled Muscatatuck to admit the more severely and profoundly retarded urgently in need of highly specialized services designed for their care.
3. Two hundred eighty-two residents were placed in alternate care facilities.
4. On June 30, 1973, the total resident census was 1,717. Of this total, 384 were in alternate care facilities and 1,333 on the institutional grounds. The on-grounds census showed a reduction of 78 residents. This helped to alleviate some of the overcrowding, but studies indicated that the residents lived in conditions that were still 13.6% overcrowded. The rated bed capacity of Muscatatuck was 1,182 per AAMD standards.

NEW PROGRAMS AND/OR MAJOR GOALS

It was decided to increase the efforts to achieve six major goals during the forthcoming year. The goals selected for priority attention were these:

1. Treatment plan for every resident. Each individual plan to be realistic, providing for treatment and for clinical service accountability.
2. Achievement of JCAH standards. A four to six year project to enable the hospital to achieve accreditation under JCAH standards. The plans for attaining this accreditation to be submitted to the Commissioner of Mental Health for his approval.
3. Safety and sanitation conditions improvement. Every clinical unit and building on campus to be thoroughly housecleaned, painted and repaired. Public Employee Program funds to be used to begin this program.
4. Installation of a pharmacy inventory control system. Such system to meet the requirements of the State Board of Accounts and to be completed by October 1, 1973.

Superintendent (Cont'd)

5. Resident return to the community. The residents involved to be those whom the staff feels could benefit more from community placement than from institutionalization.
6. Foster Grandparent Program development. This program to be funded by a federal grant in the amount of \$13,000.

PERSONNEL OFFICE

The Personnel Office processed 236 appointments and 183 terminations-including the Public Employee Program and temporary summer employees.

Approximately 120 supervisor manuals were distributed to the employees who attended the supervision training sessions conducted by the Personnel Officer.

Several statistical reports and the Schedule IV Summary were placed on file in the Personnel Office for review by interested parties.

BUSINESS ADMINISTRATION

Business Office

Business Office continued to keep the bookkeeping and financial records of state appropriated money, the Patients' Trust accounts and the Patients' Maintenance accounts in the amounts listed below:

Tasks Completed

Statistics

Requisitions processed	1,100
Cash transactions	705
Patient recreation fund purchases	489
Claim vouchers processed	387
Travel vouchers processed	141
Payroll vouchers processed	26
Trust funds maintained monthly	1,300
Patient maintenance billings	3,240
Receipts written by cashier	12,841

Expenditures

.1 Personal services	\$6,411,940
.2 Services other than personal	121,209
.3 Services by contract	55,638
.4 Supplies, materials, parts	1,132,332
.5 Equipment	61,696

Business Office (cont'd)

.7 Grants, subsidies and awards	13,385.
.8 In-state travel	20,016
.9 Out-of-state travel	<u>183</u>
TOTAL	\$7,816,399

Revenue Received:

Farm revenue	1,387
Individual support	513,509
Clothing collection	<u>54,087</u>
TOTAL	\$ 568,983

Patients' Trust

Receipts	\$ 413,648
Disbursements	389,246

Projects Submitted

B13-202	Retubing #1 boiler
B13-204	Roof repairs, 16 buildings
B13-205	Air conditioning of the Nursery
B13-206	Replace main high voltage bank
B13-207	Rehabilitation of lighting and power circuits
B13-208	Renovation of water treatment
B13-210	Elevator repairs
B13-211	Termite treatment on 33 buildings
B13-212	Coal handling equipment in the Powerhouse
B13-213	Ash handling equipment in the Powerhouse

Dietary

During the past year the Dietary Department was extremely burdened by obsolete equipment in the Central Kitchen, poor refrigeration in the cold storage areas and the antiquity of its buildings. These buildings were a constant headache and proved costly to Maintenance in labor and repairs. However, all of the serving areas were in reasonably good condition.

There were no major changes on the clinical units with the exception of the re-opening of the Oak serving area when the personnel freeze was lifted. The department now consists of two preparation areas, fourteen serving locations and a cold storage area. With reductions in the resident work assignment program Dietary re-evaluated its procedures and assigned resident-performed tasks to employees to maintain acceptable operational standards.

Dietary (cont'd)

The greatest challenge faced was that of changing the residents' meal times to meal periods comparable to those in the community. This change affected not only Dietary employees but also the employees in other departments whose cooperation and support made the rescheduling possible.

Attendance at educational workshops and seminars was more extensive. Two employees attended a sanitation workshop at Spring Mill and were involved in the resulting sanitation program at Muscatatuck. Two supervisors attended a workshop on "Improved Methods in Management" at Purdue University. A training program for Food Service workers at the Versailles Vocational School was attended by seven employees for one semester. Regularly scheduled meetings were held within the department (weekly supervisory and monthly departmental) in order to discuss changes in procedures and problems related to food preparation, service and sanitation.

Personnel changes during the past year included four retirements, six transfers and five resignations. Dietary prepared 1,444,201 regular meals and 99,128 special diets for a total of 1,543,329 meals. In addition, food and beverages were furnished for 65 special activities for 2,640 residents.

The primary goal of Dietary was the maintenance of acceptable standards of food preparation resulting in products of high quality, served in the best conditions possible.

Laundry

The Laundry had one Foreman, one Assistant Foreman and twenty-four Institutional Workers. The Laundry was hampered by illnesses and injuries during most of the year.

Plans were developed to renovate the Laundry and to purchase new equipment. Project No. B13-302 was submitted to request funds amounting to \$268,160 for these changes.

The Laundry personnel completed the following cleaning, mending and delivering tasks:

<u>Tasks Completed</u>	<u>Statistics</u>
Flatwork poundage processed	445,780
Clothing poundage fluff-dried	2,405,441
Laundry poundage delivered to clinical units	2,788,808
Miles traveled during deliveries	4,883
Stops made for deliveries and pick-ups	14,989
Articles mended	55,380

Duplicating

The duplicating operator produced or duplicated all of the forms and letters needed to operate the entire Institution. The totals that were produced are listed on the following page.

Duplicating (Cont'd)

<u>Job Tasks</u>	<u>Statistics</u>
Copies printed	569,894
Metal plates made	183
Metal plates run	560
Paper masters run	405
Xerox copies made	58,010
Paper cutting (hours of work)	33
Paper punching (hours of work)	19
Form padding (hours of work)	3
Requisitioning supplies and filling orders (hours)	150
Cleaning and maintaining equipment (hours)	162

Canteen

The two employees who operated the Commissary sold items to the residents on over 70,000 separate occasions.

Grounds, Sanitation and Motor Service Projects

In the Grounds section there were one Grounds Foreman and five Institutional Workers. They were responsible for doing all the mowing and trimming, and replacing the shrubs and trees throughout the Institution.

One Maintenance Supervisor, two Maintenance Repairmen and one Institutional Worker performed the tasks undertaken by the Motor Services Section. They were responsible for maintaining all state owned vehicles, the tractors, the bulldozer and other small gasoline motor driven machinery. They also were responsible for the daily pickup of garbage and for the sanitary landfill.

The Fire Department staff consisted of one full time Fire Chief and a volunteer force made up of employees from throughout the Institution.

The Grounds, Sanitation and Motor Service sections compiled the following statistics as they completed the job tasks assigned to them:

<u>Job Tasks</u>	<u>Statistics</u>
Lawns acreage mowed and trimmed	2,545
Walk footage cleared of snow	3,600
Trees trimmed	73
Trees felled	25
Trees planted	62
Backfilling yardage done	16,700
Garbage tonnage picked up	509
Ambulance service mileage traveled	54,865
Patient delivery to appointments (mileage)	35,094

Maintenance

The Maintenance Department included the Carpenter Shop, Water Works, Sewage Disposal Plant, Electric Shop, Refrigeration Shop and Plumbing Shop. There were a total of seventy-four employees assigned to work in the department.

Two positions were created by the resignation of the Powerhouse Engineer and the Chief Engineer. Plans were made to fill these two positions by June 23, 1973, and August 6, 1973, respectively.

Plans were made to install a fire alarm system in all clinical units. These plans were submitted on Project No. B13-301 in the amount of \$70,000. Project No. B13-213 was submitted to improve the Powerhouse ash handling equipment. An allotment of \$6,500 was received to have this work accomplished. Project No. B13-212 was submitted to improve the coal handling equipment. An allotment was received to make this improvement.

The primary goals selected for the forthcoming fiscal year were to upgrade the Powerhouse and to promote greater efficiency throughout the Maintenance Department. Preparations were continued to enable the department to supply the maintenance needed throughout the Institution. Also, preparations were begun to utilize preventive maintenance services in several additional areas.

The following lists include the major construction projects and job tasks that were completed by the Maintenance Department:

<u>Building Projects</u>	<u>Statistics</u>
Roof footage repaired	1,000
Roof footage foamed	36,300
Wall footage repaired	575
Wall footage installed	240
Wall footage painted	96,160
Wall footage plastered	855
Shelving built	100
Doors repaired	295
Doors replaced	183
Doors installed	126
Screens installed	100
Ceiling footage repaired	492
Ceiling footage replaced	105
Ceiling foodage installed	1,500
Composition floor footage replaced	1,890
Ceramic floor footage replaced	20
Locks repaired	1,012
Locks replaced	692
Locks serviced	774
Window panes replaced and puttied	325
Concrete sidewalk yardage poured	6
Step yardage poured	34
Footing yardage poured	23
Floor yardage poured	15

Maintenance (Cont'd)

Electrical Projects

Statistics

Wire and cable footage replaced	1,562
Wire and cable footage installed	2,098
Conduit footage replaced	358
Conduit footage installed	1,528
Switch gear controls serviced	30
Switch gears repaired	35
Switch gears replaced	27
Transformers and ballasts serviced	12
Transformers and ballasts repaired	3
Transformers and ballasts replaced	110
Transformers and ballasts installed	3
Fluorescent fixtures installed	59
Incandescent fixtures installed	19
Vapor fixtures installed	1
Fluorescent fixtures replaced	27
Incandescent fixtures replaced	24
Fluorescent bulbs replaced	1,766
Incandescent bulbs replaced	4,281
Vapor tubes replaced	16
Vacuum bulbs and tubes replaced	196
Motors serviced	178
Motors repaired	116
Motors replaced	28
Heating coils repaired	8
Heating coils replaced	37
Refrigeration unit repaired	1
Communication equipment pieces serviced	122
Communication equipment pieces repaired	77
Air conditioners repaired	4
Air conditioners installed	3
Fans repaired	535
Communication equipment pieces installed	14
Appliance repairs made	391

Refrigeration Projects

Cold storage units repaired	58
Ice makers installed	4
Ice makers repaired	36
Zero walk-in boxes repaired	39
Hardening cabinets repaired	6
Vegetable and storage boxes serviced	64
Vegetable and storage boxes repaired	41
Domestic refrigeration units serviced	56
Domestic refrigeration units repaired	25
Commercial refrigerators serviced	23
Domestic freezers serviced	11
Domestic freezers repaired	2
Air conditioners repaired	22
Air conditioners serviced	91
Air conditioners replaced	6
Air conditioners installed	8

Maintenance (Cont'd)

Water coolers serviced	69
Water coolers repaired	31
Water coolers replaced	3
Morgue cooler box serviced	8
Morgue cooler box repaired	5
Oxygen tent air coolers serviced	6
Oxygen tent air coolers repaired	1
Vegetable cold table units serviced	20
Vegetable cold table units repaired	11
Milk dispensers serviced	35
Milk dispensers repaired	25
Kitchen equipment pieces repaired	272
Kitchen equipment pieces serviced	196

Mechanical Projects

Pipe footage replaced	4,235
Pipe footage installed	670
Pipe footage covered	400
Valves serviced	66
Valves repaired	188
Valves replaced	145
Steam traps serviced	94
Steam traps repaired	231
Steam traps replaced	163
Steam traps installed	43
Radiators and steam coils serviced	79
Radiators and steam coils repaired	123
Radiators and steam coils installed	89
Pumps serviced	39
Pumps repaired	13
Pumps replaced	1
Compressor pumps installed	5
Filters serviced	100
Filters replaced	262
Ventilating fans serviced	37
Ventilating fans repaired	11
Faucets serviced	94
Faucets repaired	311
Faucets replaced	145
Fixtures repaired	326
Fixtures replaced	169
Fixtures installed	15
Sewer tile and line footage replaced	320
Cleanouts	1,026
Oxygen bottles replaced	188
Miscellaneous repairs on oxygen bottles	4

Powerhouse, Water and Sewage Projects

Steam pounds produced	63,136,600
Water gallons treated	139,045,000

Storeroom (Cont'd)

Miles traveled serving the areas	4,475
Food areas serviced	474
Housekeeping supplies poundage recieved	543,022
Areas serviced with housekeeping supplies	1,791
Travel for delivering housekeeping supplies	4,525
Maintenance supplies poundage received	258,744
Drugs and medical supplies received	77,934
Equipment orders received	376

Switchboard

The switchboard was operated by three full time and four part time operators. They were responsible for the communications throughout the Hospital and Training Center, 24 hours a day 7 days a week. They also performed the receptionists duties for the Institution

A new PBX board was partially installed to improve communications both within the Institution and with outside parties. Plans were developed to permit three selected units to handle the reduced number of calls received from 11:00 p. m. to 6:00 a. m. These plans will become effective when the PBX board installation is completed. The PBX operators performed the following job tasks:

<u>Job tasks</u>	<u>Statistics</u>
Incoming calls received	82,635
Calls relayed	17,703
Long distance calls placed	16,490
Notifications made	41,309
Visitors received	71,442
Leave forms filled out	7,520
Hours sorting mail	2,927

ACTIVITY THERAPY AND EDUCATION

The Activity Therapy and Education Department, through its six divisions, planned and implemented therapeutic services for all the residents at Muscatatuck. Some re-alignment of staff was accomplished to meet the needs of the changing population. Teacher Assistant positions in Special Education were reclassified into the Occupational Therapy and Recreation divisions to strengthen unit programs for multiple-handicapped and severely retarded residents.

Speech and Hearing

Four Teacher Assistants, one Speech Therapist III, a Clerk Typist and a consultant in audiology comprised the staff of Speech and Hearing. In addition, two General Student Assistants were employed during the summer of 1972. The division was responsible for evaluating the hearing, speech and language skills of all the residents at Muscatatuck and

Speech and Hearing (Cont'd)

for providing remedial training for those assessed as needing such services. The therapy utilized included speech and language stimulation, articulation, language improvement, lip reading, manual sign language, auditory training and hearing aid orientation. One hundred and thirty-six residents received diagnostic evaluations and 124 residents received therapy for a monthly average of 8 to 10 hours each. An average of 262 individual sessions and 259 group sessions were conducted each month. Approximately 5 hours of personnel time were spent each month on servicing hearing aids for 9 residents. The audiology consultant made 8 visits during the year.

The Speech and Hearing personnel assisted with in-service training for employees from other Activity Therapy and Education divisions as well as for the Nursing staff.

Music Therapy

The Music Therapy Division was supervised by a registered Music Therapist. One Music Therapist I and four Music Therapy Assistants helped her carry out the division's programs. A monthly average of 185 residents participated in 194 group sessions. A monthly average of 49 individual sessions was held for approximately 13 residents. An average of 99 sessions was conducted monthly in the non-prescribed therapies involving 1,013 residents.

Occupational Therapy

The Occupational Therapy Division provided two basic types of programs weekly for approximately 600 residents. These programs were made possible by increases in staff to a new total of ten Activity Therapy Assistants in Occupational Therapy. One type of program was conducted primarily on the infirmaries and provided passive and assistive exercises and some feeding training for the physically handicapped residents. The second type of program provided leisure time skill development through the use of arts and crafts. Individual expression and creativity were emphasized.

Special Education

The Special Education Division had seven licensed Institutional Teachers, of whom six were certified in Special Education. The supervisor was a licensed Director of Special Education and the school system remained certified by the Department of Public Instruction as a Ungraded Continuous Commission. One Activity Therapy Assistant-Librarian and one Clerk Steno I were assigned to the division.

One hundred and nine pupils were taught in a monthly average of eighteen classes. Each month an average of 3 pupils were served on an individual basis for a total of 402 sessions. There was a cumulative total of 12,015 pupil-days in enrollment, 10,943 pupil-days in attendance, and 1,072 pupil-days of absences. A cumulative total of

Special Education (Cont'd)

2,877 sessions were provided.

Cardinal Phases

Twenty pupils participated in a training program aimed at preparing them for community living. In individualized training sessions, as well as group sessions, emphasis was placed on teaching the skills most needed by each resident. Field trips, "host family" and behavior modification techniques with positive cash reinforcement were utilized. Many of the learning experiences focused on purchasing and saving, etiquette while dining, preparation of simple foods and participation in leisure-time activities in the community. Three of the program participants graduated into the Neighborhood Youth Corps and are now earning salaries. One of the participants was placed with a "host family" on family care status. One supervisor and three Teacher Assistants manned the program until it was terminated March 30th.

5A and 7A Phase

More than 70 male and female school-age profoundly and severely retarded pupils were provided seven day-a-week regularly scheduled training sessions in sensory training and motor development. Sessions were conducted in refurbished rooms adjacent to the dayrooms on individual wards. Twenty-four of the 70 were selected for additional intensive training aimed at developing skills in self-feeding. Twelve Teacher Assistants, trained and supervised by the Director of Nursing Education, operated the program.

Vocational Industrial Therapy

Major emphasis was placed on highly structured training programs and community placements to provide the residents with the necessary skills to exit from the Institution. Forty residents participated in the on-grounds training programs. Eight residents were on day placement in the community with 6 local businesses that participated in the program. Approximately 262 residents who were assigned therapeutic work tasks on the grounds worked an average of 30,000 man hours per month during the year.

Recreation

In assisting with meeting the overall mental, physical and social needs of the residents, the Recreation Division offered many mass activity programs; movies, dances, slow-pitch softball, basketball, walks, train rides, camping, picnics, and social mixers. Small group programs offered included skating, tri-bike riding, exercise biking, basketball, softball, bowling and many other less structured recreational activities. Therapeutic recreation off-grounds trips

Recreation (Cont'd)

were made to picnic sites, carnivals, circuses, ball games, bowling tournaments, swimming locations and for special seasonal outings. Recreation conducted 4,598 unit-centered programs with an average of 643 participants per month, and 3,050 mass activities with an average of 275 participants each month.

Volunteers helped Recreation serve an average of 450 patients per week and accumulated a yearly total of 15,558 volunteer hours.

Recreation had 15 full time staff members, 18 temporary summer students and approximately 400 regular volunteers.

NURSING ADMINISTRATION

The Director of Nursing was responsible for the administration and coordination of the Nursing Department. With the help of the Assistant Director of Nursing Service and the Assistant Director of Nursing Education, personnel in the department received orientation, supervision, continuing education and evaluation.

At the beginning of the fiscal year, July 1, 1972, the total Nursing personnel count included 17 full time and one part time Professional Nurses, 17 Clerical Workers and 498 Attendants. The patient roll was 1,332. As of June 30, 1973, the total Nursing personnel count included 17 full time and one part time Profession Nurses, 21 Clerical Workers and 530 Attendants. The patient roll count was 1,333.

NURSING EDUCATION

The overall goal of Nursing Education was to provide orientation and educational experiences on a continuing basis for all Nursing personnel.

Training Programs

The Nursing Education staff, consisting of the Assistant Director of Nursing Education, one Instructor and one Attendant II, conducted ten training programs for a total of 156 members of staff during the fiscal year.

1. Five Orientation and Basic Psychiatric Nursing courses were conducted with 125 attendant trainees participating.
2. Two Psychiatric Attendant II classes were offered. Thirty participants completed the courses.
3. Seven members of the Occupational Therapy Department were trained in body mechanics and active and passive range of joint motion exercises.
4. Six newly employed Training Aides were trained in techniques used in sensory stimulation, motor development and behavior modification.

Nursing Education (Cont'd)

5. Five summer students were employed in June. Four worked last year and required only minimal review of their responsibilities and duties. One, employed for the first time, received classroom and on the job training in sensory stimulation and motor development techniques. She also received some basic information on behavior modification techniques as it applies to teaching self-feeding skills.

Seminar Workshop

Five continuing education sessions were conducted. Eighty members of staff were given additional instructions in the ordering of medications and the preparation of medicine cards.

A one-day educational experience in the care and treatment of the mentally retarded was provided for eleven community groups which included a total of 169 individuals. Included in the groups were student and graduate nurses, social workers, physical therapists and special education teachers.

Special Teaching Sessions

Thirty special teaching sessions were conducted during the year. These sessions were conducted on the clinical units and included demonstrations of techniques used in sensory stimulation and motor development and use of the Hoyer Lift.

Public Speaking Assignments

The assistant Director of Nursing Education was a guest speaker at the Jennings County March-of-Dimes Kick-Off Dinner.

Conference Where Assistance Was Rendered

The Assistant Director of Nursing Education met with three staff members of an area nursing home to discuss individual programming for patients and training for personnel.

NURSING SERVICE

The overall goals of Nursing Service were to provide a high quality of nursing care to patients in the Institution and in after-care facilities, to evaluate patient care continuously and try to improve it and to collaborate with other disciplines on total treatment plans for patients.

Pre-admission Evaluation

Seventy-two pre-admission evaluations were made by the Nursing staff. Patients' records were thoroughly reviewed and appropriate placements were determined. Admission dates were established as beds became available.

Nursing Service (Cont'd)

Release Planning - Patients Processed

Two hundred five patients were prepared for community placement. The clinical nurses prepared written summaries of the levels of competency in self-help skills, information on pertinent behavior patterns, and recommendations for aftercare for each patient placed out in the community.

Conferences Where Assistance Was Rendered

One Nurse attended a two day workshop in Columbus, Indiana, presented by the Region XI Planning Committee for Continuing Education for Nurses, the Southeast Indiana Heart Association, and the Region XI Comprehensive Health Planning Council. The program was designed to provide Nurses with new medical information and to help develop additional nursing skills in the care of stroke patients.

Four Nurses attended a one-day institute on "The Progress in Cancer - Treatment, Patient, Doctor", at Bloomington, Indiana.

One Nurse attended a two-day conference presented by the Indiana State Nurses Association Conference Group on Psychiatric and Mental Health Nursing in Nashville, Indiana. The subject of the conference was "Treatment Modalities in Psychiatric Nursing".

One Nurse attended a two-day workshop entitled "Infection Control Within the Hospital" sponsored by the District 13, Indiana State Nurses Association.

The Director of Psychiatric Nursing Services attended two meetings of the IU-PUI Continuing Education Committee.

Statistics

The following are statistics related to a 1,332 patient population of June 14, 1973. The figures reflect the abilities of patients in selected tasks.

<u>Task</u>	<u>Completely Independent</u>	<u>Requires Supervision</u>	<u>Requires Assistance</u>	<u>Completely Dependent</u>
Undressing	345	336	198	453
Dressing	108	320	373	531
Teethbrushing	78	363	232	642
Bathing	104	278	159	791
Washing hands and face	155	354	209	614
Shampooing	105	180	141	906
Brushing/combing hair	140	263	140	754
Trimming nails	83	90	87	1072
Shaving (face)	64	108	13	416
Shaving (under-arms and legs)	43	40	39	422
Toileting	655	153	157	367
Feeding	358	467	236	243

Nursing Service (Cont'd)

<u>Task</u>	<u>Completely Independent</u>	<u>Requires Supervision</u>	<u>Requires Assistance</u>	<u>Completely Dependent</u>
Positioning in wheelchair	87	0	12	183
Positioning in bed	193	43	145	200
Helping in and out of bed	377	111	203	297

Other characteristics which require intensive nursing care are:

Number incontinent	531
Number in adapted wheel chairs	169
Number messy in eating	484
Number that grab food of others	296
Number who have seizures	304
Number in self training programs (toileting, feeding, dressing, teethbrushing)	408
Doses of medication given daily (during 24 hours)	5837
Doses of medication given P.R.N.	115
Treatments	94
Number in scheduled motor development program	205
Number in scheduled sensory stimulation program	225

Beauty and Barber Shops

The three Beauticians and one Barber who work in the Barber and Beauty Shops were placed under the supervision of the Nursing Department. During the fiscal year they completed the following services:

Hair cuts	12,868
Scalp treatments	891
Shampoos	3,045
Hair tinting	0
Manicuring	0
Shaves	0
Permanents	243
Hair straightening	0

Immunizations

Immunizations given during the fiscal year were as follows:

Tetanus toxoid	340
Tine test	177
Flu vaccine	373
PPD	32
Polio	34
Diphtheria tetanus	184

Nursing Service (Cont'd)

The following statistics show a comparison of overcrowding on each clinical unit at the beginning and end of the fiscal year:

<u>Unit</u>	<u>Percentage of Overcrowding As of July 1, 1972</u>	<u>Percentage of Overcrowding As of June 30, 1973</u>
4A	15	6
4B	15	12
5A	36	33
5B	44	41
10A	29	26
10B	14	15
11A	31	0
11B	34	15
14AS	12	3
14AN	31	31
14BS	12	12
14BN	31	31
LHA	59	26
LHB	56	32
09	7	3
08	0	0
06	31	23
Cottages	0	0
6A	21	3
6B	9	0
7A	24	21
7B	18	3
8A	42	30
8B	27	8
9A	36	18
9B	42	33
15AS	12	12
15AN	31	31
15BS	12	12
15BN	31	31
16-1	0	12
16-2	31	12
Poplar	0	0
Cedar	0	0
Maple A	0	0
Maple B	0	0
Maple C	0	0
Maple D	0	0
Oak A	0	0
Oak B	0	0
Oak C	*	0
Oak D	0	0
HMC 2N	0	0
HMC 3N	0	0

* Oak Cottage was closed during the previous fiscal year.

Nursing Service (Cont'd)

Nursing Programs

Emphasis continued to be placed on conducting regular sensory stimulation and motor development sessions. These Nursing programs were conducted on clinical units 5A and 7A by Training Aides, funded through Title I monies, under the direct supervision of the Assistant Director of Nursing Education. Sixty patients were included on a regularly scheduled basis. In addition, the Training Aides worked with 24 selected patients in self-feeding using behavior modification techniques. Twelve of this group progressed and moved into the larger group in the dining area where they required only minimal supervision.

The Training Aide staff was reduced from 12 to 5 due to changes in funding. The program continued but the reduction in staff caused a decrease in the number of scheduled sessions for each patient.

Progress with patients is individual but a recent survey reflected the fact that on the average each patient progressed 7.18 months during the past fiscal year. The survey was conducted using the PAR Pre-school Attainment Record Evaluation Form prepared by the American Guidance Service Inc.

In addition to the programs on clinical units 5A and 7A, clinical areas provided sensory stimulation sessions for 165 patients. Fifteen of these areas provided motor development activities for 145 patients.

Five summer students were assigned to work with patients on clinical units 16, 08 and 7B. Under the supervision of the clinical Nurses they conducted sensory stimulation and motor development sessions as well as worked with selected patients at mealtimes to develop and/or improve self-feeding skills.

The clinical Nurses wrote 949 nursing care plans. This number, which was less than last year, reflected the turnover of patients. A number of patients were placed outside the Institution during the year while others were admitted.

DEPARTMENT OF MENTAL HEALTH

SPAN SYSTEMS SURVEYS FOR MUSCATATUCK

- a) Patient population
- b) Number of patients in ten treatment programs
- c) Span staffing standards

	<u>June</u> <u>1970</u>	<u>January</u> <u>1971</u>	<u>July</u> <u>1971</u>	<u>July</u> <u>1972</u>	<u>January</u> <u>1973</u>
<u>Resident Population</u>					
A. M.I.	000	000	000	002	001
B. Special Census	000	002	000	000	000
C. A.A.	000	000	000	000	000
D. M.R.	<u>1513</u>	<u>1505</u>	<u>1428</u>	<u>1335</u>	<u>1357</u>
Total	1513	1507	1428	1337	1358

Span System Surveys (Cont'd)

<u>Program</u>	<u>June</u> <u>1970</u>	<u>January</u> <u>1971</u>	<u>July</u> <u>1971</u>	<u>July</u> <u>1972</u>	<u>January</u> <u>1973</u>
A. Med. surg.	286	125	048	076	088
B. Admissions	004	008	006	007	004
C. Children	049	129	365	345	364
D. Special census	000	000	000	000	000
E. Chronic ill and infirm	074	076	094	056	034
F. Acutely disturbed	651	622	371	417	488
G. Sub-acutely disturbed	143	108	273	215	234
H. Resident	313	437	269	219	145
I. Day care	000	001	000	000	000
J. Night care	000	001	000	002	002
Total	<u>1520</u>	<u>1507</u>	<u>1426</u>	<u>1337</u>	<u>1359</u>

Daily Care Levels

A. Level 1 (0-12 min/day)	322	243	149	086	048
B. Level 2 (over 12-24 min/day)	292	306	217	162	134
C. Level 3 (over 24-48 min/day)	413	450	438	439	459
D. Level 4 (over 48-96 min/day)	258	274	338	345	367
E. Level 5 (over 96-192 min/day)	<u>228</u>	<u>234</u>	<u>284</u>	<u>305</u>	<u>351</u>
Total	<u>1513</u>	<u>1507</u>	<u>1426</u>	<u>1337</u>	<u>1359</u>

Nursing Personnel Staffing

A. Number of Nursing personnel assigned to wards	446	454	431	440	449
B. Management	058.5	061	062	055.5	049.5
C. Unfilled positions	008.5	007	026	43.5	016
D. Nursing Education	027	017	004	003	020
E. Off ward	006	005	005	004	003
F. LOA	<u>002</u>	<u>004</u>	<u>018</u>	<u>012</u>	<u>021</u>
Total	<u>548</u>	<u>548</u>	<u>546</u>	<u>558</u>	<u>558.5</u>

Span Standard	40%	43.4%	38%	39%	38.4%
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SOCIAL SERVICE

The Social Service Department continued to provide a coordinating and liaison service between the residents, their families, their communities and the Muscatatuck State Hospital and Training Center. Assistance was given to the families of the residents to help them deal with all aspects of their problems. That assistance began at the time of the initial contact with a prospective resident and lasted throughout the following stages: the waiting list period, in-resident care, community placement, discharge and after-care. The department worked closely with other departments at Muscatatuck and with various social agencies in the community to provide these services.

A major emphasis was placed on returning to the community those residents whom the staff felt no longer required institutionalization. Close contacts with welfare departments were maintained to continue the assistance for those who were supplied through various welfare aid programs. After-care assistance was provided for some discharged residents to help them find suitable employment, proper living quarters, medical and psychiatric care and counseling as needed. Whenever the families of the residents were in positions to provide care and supervision, the program of returning the residents to their homes was continued. The department continued to provide in-resident and community services.

On June 30, 1973, the Social Service Department had a staff of fourteen social workers—one with a Masters Degree and thirteen with Bachelors Degrees. There were two resignations during the year but five new workers were added to the staff. Five persons continued to provide clerical service for the department. Two summer students also assisted with many departmental functions.

Social Service provided in-resident clinical services for 1,400 residents, preadmission services for those who needed them, a minimum of eight hours of staff development for its employees, workshops and seminars for community organizations, placement of additional residents in alternate care facilities such as nursing homes or private family care homes, work placements and placements in relatives' homes. The following statistics indicate the major job tasks completed by the department:

<u>Task or Category</u>	<u>Statistics</u>
Waiting list June 30, 1973	10
Admissions	93
Convalescent leave placements	76
Family care placements	179
Family care homes referred for study	71
Family care homes approved	70
Family care homes in use as of June 30, 1973	62
Discharges	100
Residents on convalescent leave	99
Residents on family care	285
Residents on grounds	1,333

DEPARTMENT OF RELIGION

The focus of July and August 1972 was on expanding the Religion program into the lower functional areas. Worship services were held on clinical units 5A, 8A, 08, 09, 06, 14BN, 14BS, 15BN, 15BS, 9A, Maple and the Hingeley Medical Center.

The Religious Education classes were conducted from October through May. Classes were held jointly for both Protestant and Catholic residents.

In November the Catholic Chaplain resigned but his services were continued by a priest from North Vernon who was employed on a part time basis. In June the department lost the services of its part time priest from North Vernon, but services were continued under the direction of another priest from Greensburg.

Thanksgiving services were held on November 23rd in the Chapel. Approximately 350 residents attended.

On December 14th the annual Christmas Cantata was presented in the Chapel with approximately 530 residents attending.

The Protestant Chaplain received his M. Div. Degree from the Southern Baptist Theological Seminary in January of 1973. This was an updating of the B.D. Degree he received in 1960.

On April 19, 1973, over 500 residents attended the annual Easter Cantata held in the Chapel.

Funeral services were held in the Chapel during the year for several residents; Jacob Hafnagle, Billy Ray Hatton, Fred Craig and Edward Baldwin.

The Protestant Chaplain began counseling with parents and guardians of new admissions in March 1973.

The moisture problem in the Chapel continued to persist. Work was directed toward preparing for the installation of an air conditioning system to alleviate the problems created by the moisture.

A statistical summary of the services performed by the department is included below:

<u>Item</u>	<u>Number</u>
Worship services	352
Religious education (classes)	553
Therapeutic groups	89
Pastoral interviews	155
Family counseling interviews	4
Follow-up after care contacts	38

PSYCHOLOGY DEPARTMENT

The Psychology Department was comprised of four individuals, one Clerk Steno II and three Psychologist II's. All the Psychologists had Masters Degrees in psychology.

Early in the year, an updating of testing was completed, and members of the department began a changeover in emphasis to more direct and active involvements with residents. Thus 128 residents were seen in group psychotherapy for a total of 171 sessions. A total of 481 individual sessions of psychotherapy involved 103 residents. These units of service increased significantly in comparison with the previous fiscal year.

Members of the department also continued traditional testing functions, in response to referrals from other departments, for Diagnostic, Evaluative and Programming Team review, and for release planning purposes. A total of 511 residents were evaluated, and 1,384 intelligence tests, projective techniques, rating scales, and other testing devices were employed in making these evaluations.

There were also 229 assessments of individual residents for screening purposes prior to possible placement in alternate care facilities.

Non-direct patient services included 3 public speaking assignments, 17 consultative assignments, and 29 conferences where assistance was rendered.

The Psychology staff functioned as members of the Diagnostic Evaluative and Programming Team, and assumed active roles in several behavioral modification programs. In addition, they engaged in in-service training for purposes of orientating new employees to Muscatatuck, and they were invited to attend a staff meeting of the Social Service Department for purposes of discussing psychological testing. The Chief Psychologist (Acting) is a member of the Executive Staff, which meets on a weekly basis. In May the Chief Psychologist represented Muscatatuck at an area meeting of medical administrators and also attended the planning session of the "PAC Project" at New Castle State Hospital. This project is a federally-financed program for the purpose of identifying individual resident needs prior to community placement.

In addition to their regular duties at Muscatatuck the departmental employees were involved in a number of community activities related to mental health and mental retardation throughout the year.

VOLUNTEER SERVICES

The Volunteer Services Department, located in the Chapel, had the services of the Director and one half-time stenographer. Enjoying an increasing interest by the Muscatatuck staff in the use of volunteers, the department was able to bring a variety of enriched programs to the residents. The recruitment levels of the volunteers remained nearly the same; however, a greater number of volunteers were retained

Volunteer Services (Cont'd)

by the Institution because of the numerous excellent volunteer opportunities that were provided and the high quality of the supervision offered the volunteers in their assignments. The volunteers supplemented and in no way supplanted other institutional efforts. It was found that the volunteers who were actively involved in resident care programs also served as effective recruiters of other volunteers.

The following statistics reflect the scope of last year's activities:

<u>Item</u>	<u>Statistics</u>
Cash donations	\$8,528.46
Material donations (new items)	864.00
Total	<u>\$9,392.46</u>
Parties	51
Tours	105
Speaking assignments (Volunteer Director)	4
New "Adopt A Patient" residents	38
Monthly resident volunteer involvements	2,000
Active volunteers (one or more visits monthly)	290
Volunteers enrolled	550
Total hours of volunteers	17,526
Total donations processed	236
Volunteer training sessions	7
Volunteers placed	341
Volunteer groups placed	14
Consultive assignments	10
Conferences where assistance rendered	5

MEDICAL

There were several personnel changes in the Medical Department. One Physician resigned and a replacement was hired in September leaving a total of five staff Physicians to serve the residents. Each Physician was assigned four to six clinical units, with an average patient load of 275. He was then responsible for the diagnosis, specific treatment, general health and welfare, and follow-up of all residents on his units.

Rotation schedules to provide one Physician to receive night calls and to work weekends and holidays permitted twenty-four hour coverage for patient care. Surgical and complicated medical cases requiring more sophisticated facilities than were available at Muscatatuck were referred to the Jackson County Schneck Memorial Hospital in Seymour, and occasionally to the Indiana University Medical Center in Indianapolis. Emergency orthopedic and ophthalmological cases were referred to the emergency room of the Bartholomew County Hospital in Columbus where there was an Orthopedist and an Ophthalmologist on call.

Medical (Cont'd)

On different days once each month ophthalmology, dermatology and orthopedic clinics were held at Muscatatuck. Consultants from the Indiana University Medical Center attended these clinics.

The programming of new admissions was accomplished with the help of other professional services in bi-weekly Diagnostic Evaluative Patient Testing meetings. In one such meeting held on April 26, 1973, plans were discussed to re-assess the total institutional population by updating diagnostic record keeping and treatment plans with current staff levels, however, it was felt that it would be impossible to complete those proposed records and treatments for all of the residents within a single year, thus providing an annual revision of each resident. With the staff available it was possible only to evaluate new admissions, specific case referrals and residents who had not been re-evaluated for long periods of time.

A tabulation of the services provided through the Clinical programs and in the Medical Clinic is listed below.

Clinical Program

<u>Movement of Population</u>	<u>Number</u>
Admissions to hospital unit	623
Discharges from hospital unit	617
Patient visits to I. U. M. C.	227
Patient visits to Seymour Hospital	55
Patient visits to Columbus Hospital	14
In-patient days	21256
Number of deaths	31
Autopsies performed	9

Medical Clinic

<u>Indices of Medical Care</u>	<u>Number</u>
Resident visits	1407
Resident injuries	368
Employee injuries	608
Pre-employment physicals	240
Dermatology consultant	152
Orthopedic consultant	92
Medical consultant	25
Volunteer injuries	2
Employees given gamma globulin	86
Visitor given first aid	1
Employee visits	3

X-Ray

The two registered technologists in the X-ray Department took 4,612 x-rays and developed 704 films taken in the Dental Department.

X-Ray (Cont'd)

A new view box was installed in the dark room to replace one that had worn out.

Two consultants read the x-rays and films taken in the Dental and X-Ray departments. They were:

Slater Knotts, M. D., Radiologist and

Warren S. Tucker, M. D., Specialist in Chest Diseases

Podiatry

The Podiatry Clinic functioned well and increased by 512 the total number of patient services provided to the residents. This increase was primarily the result of more numerous examinations being performed by the Podiatrist at the request of clinical unit personnel.

The record of shoe issues was almost identical to previous accounts and little deviation was anticipated for the next twelve month period.

One item of considerable usefulness in resident care was added: a needleless and virtually painless jet gun that injects local anesthetic into the tissue without the fear and pain patients usually associate with that type of therapy.

A review of the patient services provided in the department follows.

<u>Patient Services</u>	<u>Number</u>
Patients examined but requiring no treatment	608
Patient treated for excrescences	2,137
Patients treated for nail abnormalities	487
Prescriptions	532
Patients requiring dressings	753
Foreign bodies removed	16
Fractures treated	6
Strappings for sprain, strain, weakfoot, etc.	52
Casts applied	5
Shoes padded-corrective prescriptions	83
Recommendations for corrective shoes	96
Referral to other clinics	52
Referrals from other clinics	41
X-rays ordered	22
Other patient treatments not shown above	372
Patients rescheduled for periodic care	2,899
Shoes issued	2,017

DENTAL CLINIC

Some personnel losses made it more difficult for the department to provide adequate patient care. One Dentist resigned but he was replaced by the hiring of an additional Dentist and the consultant in oral diagnosis failed to renew his contract. The department also lost the services of its half time Dentist who resigned in March, 1972. Other personnel changes, however, contributed notably to the efficiency of the department. A third Dental Assistant was hired and all of the assistants were trained to expedite the required clerical work and to help the Dentists by taking x-rays and by giving topical fluoride treatments.

The Volunteer Services Director helped in the acquiring of several large contributions to be used for equipment and furnishings. A new Cavitron and a combination paging and back-ground music system was purchased.

The goals of the departmental personnel remained the same as in the past: The building of an adequately staffed department able to supply the dental care needed by the residents of Muscatatuck.

A total of 528 patients were treated in the Clinic.

RESEARCH AND CLINICAL LABORATORIES

Six employees worked in the Research and Clinical Laboratories in the basement of the Hospital Building. They were two Ph. D. Biochemists, one B. S. Chemist and three Laboratory Technicians.

The projects conducted by the Research Laboratory personnel included studies of the growth and development of mentally retarded children, determinations of the effects of undernutrition on the development of the brain and the development of better means of detecting inherited causes of mental retardation.

The Clinical Laboratory personnel too were very busy expanding the scope of their functions and initiating new clinical procedures. Beginning this year the Clinical personnel went to the units to draw blood samples from the nonambulatory and difficult to manage residents. At least one blood count and one urinalysis was completed on each resident at Muscatatuck. These were major work performance goals - ones not achieved by the Clinical Laboratory personnel in recent years. Furthermore, there was an increasing emphasis placed on quality control procedures to insure greater procedural accuracy in the Clinical Laboratory. Finally, the number of laboratory tests was increased. A total of 20,412 tests were run in both laboratories.

PHARMACY

Several personnel changes occurred in the Pharmacy Department. One Pharmacist resigned, but two were hired. This left the department with two registered Pharmacists, two Class II employees, and one Institutional Worker. Also, one summer student worker was employed to assist the permanent staff.

In addition, the location of the Pharmacy was changed from the basement to the first floor of the Hingeley Medical Center. This new arrangement was more convenient for both the Hospital Physicians and the clinical unit employees.

The Pharmacy continued to function quite effectively during the past fiscal year in spite of the personnel changes and the movement to the first floor of the Hospital.

The major contributions and services provided for the residents of Muscatatuck throughout this period included the following:

- A. 17,852 prescriptions for patient use were filled.
- B. 3,970 proof-of-use sheets were filled out to monitor the supply of barbiturates and other class three drugs dispensed to the clinical units.
- C. 153 ampules of 50 MG/CC Meperidine and 1,713 ten MG Ritalin tablets were dispensed. These class two drugs were tightly controlled to prevent possible abuse of their usage.
- D. Lesser amounts of barbiturates were sent to the clinical units in an attempt to facilitate the Pharmacy's compliance with changes in the federal and state regulations controlling the use of such medications.
- E. Preparations were begun for the installation of a new Acme Visible Continuous Inventory Card File to permit a continuous physical count and financial audit of all medications furnished by the Pharmacy to the Hingeley Medical Center and the clinical units.

SECURITY

The Security Department was expanded to a total of six Officers enabling the department to provide at least one Officer on duty twenty-four hours a day seven days a week, except when emergencies occurred.

The Security force drove nearly 46,000 miles while patrolling the grounds and assisting with resident care. The force drove an additional 3,800 miles making the daily bank runs to the two banks in North Vernon and two mail runs each day to Butlerville.

Security (Cont'd)

The Security personnel assisted Nursing Service employees with numerous residents experiencing behavioral problems and helped the switchboard deliver messages to employees who could not be reached by phone.

Several minor accidents between employee vehicles were investigated and the required accident reports were filled out under the department's supervision.

Numerous investigations pertaining to lost or stolen money and/or personal articles were conducted. In each case the employees involved were counseled about how to best prevent future occurrences of larceny.

The evening and late shift Officers periodically checked the institutional buildings that were not being used at night, on weekends, or on holidays for any indications of fire, theft, or vandalism.

A constant lookout for traffic violators was maintained by the Officers on patrol and many written warning tickets were given to violators. It was seldom that more than one warning was required.

A continuous effort was maintained to watch the grounds for unauthorized persons and for any acts of larceny or behavior that might be detrimental to resident safety and welfare.

Several searches for lost or strayed residents were conducted. When "All Out" searches were required the department took charge of the additional personnel who assisted and directed the overall search efforts.

TRAINING OFFICE

From September 11, 1972, through June 30, 1973, the Training Officer was involved in sixteen major categories of duties at Muscatatuck. In addition, he assumed responsibilities for the completion of many tasks of lesser duration directly involved in his performance of duty. A list and brief description of the major duty categories follows:

1. A Dietary Food Service course and a Housekeeping Procedures course were planned, organized and set up during the latter part of 1972. These two semester-long courses were taught at the Versailles Vocational Technical School for fifteen Muscatatuck employees.
2. Arrangements were completed for a videotape compatibility between the Indiana University Medical Center at Indianapolis and Muscatatuck. Madison State Hospital made its technicians and equipment available as needed to permit the establishment of this capability.

Training Office (Cont'd)

3. A sixteen millimeter films borrowing procedure was set up with the National Medical Audiovisual Center at Atlanta, Georgia. The films received from Atlanta were used with several departments at Muscatatuck in addition to being utilized with the Medical Staff.
4. Assistance in the planning and setting-up of supervisory training classes was given to the Personnel Officer for supervisory classes held in the Chapel.
5. The psychological testing of prospective new employees and current Muscatatuck employees attempting to establish job status was completed.
6. The duty of providing immediate supervision of the operations undertaken by the Payroll Office became the responsibility of the Training Office.
7. The processing of Workmen's Compensation cases became a Training Office function.
8. The gathering of news for the Muscatatuck Newsletter - its compilation and publication - was successfully accomplished.
9. Arrangements for Muscatatuck employee participation in the Walt Disney Magic Kingdom Club were completed. The continued supervision of this employee benefit program remained a responsibility of the Training Office.
10. The Training Officer participated in a three day sanitation workshop at McCormick's Creed State Park at the request of the superintendent from May 15, 1973, through May 17, 1973.
11. Preliminary work was begun on a fifteen to seventeen minute videotape about the Muscatatuck facility and programs for presentation to interested state officials and dignitaries.
12. A two day orientation program for all new employees was developed with the assistance of all department heads. These programs were scheduled and conducted as needed.
13. Effective communication between the Muscatatuck Training Office and the office of the State Educational Director was re-established.
14. Contacts were made with outside agencies that might be able to pool resources with Muscatatuck to develop additional training programs.

Training Office (Cont'd)

15. The capability of making final the preparations for new OSHA based sanitation workshops and courses of instruction utilizing the ROCOM facilities of the Central Office was developed.
16. Assistance was given to several employees who wished to utilize grant monies made available through the Central Office.

During the July 1, 1973, through June 30, 1974, fiscal year, plans were made to continue all of the functions listed above except those discussed in number one. Funds necessary to continue those two educational programs became unavailable. Also, the completion of additional job tasks were scheduled. Those additional tasks were:

1. The use of the videotape recording equipment and the sound slide equipment in the Special Education and Volunteer Service Offices to add to the current training programs offered at Muscatatuck.
2. The acquisition of a budget for specific training functions.
3. The assumption of additional duties as directed by the Personnel Officer.
4. The initiation of additional training programs based on ROCOM (and other) new materials being purchased by the Central Office.
5. The development of a specially tailored orientation program designed to meet the needs of the sixty Foster Grandparents who will be working at Muscatatuck beginning in September of 1973.
6. The organization of a secretarial workshop series to update the oral and written communication skills of the Muscatatuck office help.
7. The setting up of sanitation and safety programs for the Housekeepers and the Food Service personnel.